



August 13, 2014

## **KANSAS BULLETIN NO. KS 300-14-53**

### **SUBJECT: LTP–Local Work Groups Process**

**Action required by:** September 15, 2014 (Field Offices [FOs])  
September 22, 2014 (Area Offices [AOs])

**Purpose:** Provide guidance and materials on the local work groups (LWGs) process for preparing for fiscal year (FY) 2015 program input

**Expiration Date:** September 30, 2015

LWGs are subcommittees of the Kansas Technical Committee (KTC) and provide recommendations to the Natural Resources Conservation Service (NRCS) on local and state natural resource priorities and criteria for conservation activities and programs. It is the responsibility of conservation district (CD) to assemble the LWG and set the agenda per Title 440, Conservation Programs Manual (CPM), Part 501, Subpart B, Section 501.13. However, where a CD is not present or chooses not to fulfill the responsibility, the NRCS designated conservationist will fulfill the responsibilities.

Per Title 440, CPM, Part 501, Subpart B, Section 501.11, it is the responsibility of the LWGs to:

- Ensure that a conservation needs assessment is developed using community stakeholder input.
- Utilize the conservation needs assessment to help identify program funding needs and conservation practices (CPs).
- Identify priority resource concerns and identify, as appropriate, high-priority areas needing assistance.
- Recommend the NRCS conservation program application and funding criteria, eligible CPs (including limits on CP payments or units), and payment rates.
- The state conservationist (STC) and the KTC are looking for:
  - o Recommendations on payment percentages.
  - o Whether ranking criteria used is acceptable and the quality applications are getting funded.

(more)

**DIST:** A, F, S, Coleman, C. Nelson, Willhoft

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- o Whether the eligible practice lists are meeting the needs of the resource concerns of the state, and is there a need to eliminate or add resource concerns and/or eligible practices.
- Participate in multicounty coordination where program funding and priority area proposals cross county boundaries.
- Assist the NRCS and the conservation district with public outreach and information efforts and identify educational and producers' training needs.
- Recommend state and national program policy to the KTC based on resource data.
- Utilize the conservation needs assessment to identify priority resource concerns that can be addressed by the NRCS programs.
- Forward recommendations to the NRCS designated conservationist.
- Adhere to standard operation procedures identified in Title 440, CPM, Part 501, Subpart B, Section 501.14.

Minutes of LWG meetings shall be sent to the respective assistant state conservationist for field operations (ASTC-FO) by **September 15, 2014**. The ASTC-FO shall review the minutes, compile all pertinent recommendations, and forward to the STC and Environmental Quality Incentives Program (EQIP) Manager for review with the KTC by **September 22, 2014**.

Attached are examples of: (1) a sample notice for LWGs meetings (Attachment 1), (2) a sample meeting letter to send to LWG members (Attachment 2), and (3) a sample PowerPoint presentation to use at the LWGs (Attachment 3) meetings.

**Contact:** Forward questions and concerns to Xiomara Tryban, Assistant State Conservationist for Programs, at (785) 823-4569 or [xiomara.tryban@ks.usda.gov](mailto:xiomara.tryban@ks.usda.gov).

*(Signed)*

ERIC B. BANKS  
State Conservationist

Attachments